



10655

CCS Administrative Assistant

Jefferson County Human Services seeks a full-time Administrative Assistant to perform quality assurance and record filing for the Comprehensive Community Service (CCS) program. Tasks include: customer service duties, tracking, monitoring, and updating a variety of documents, and other duties as assigned.

Starting Wage: \$15.48/hour

High school diploma with 3-4 years general office experience with a high attention to detail or any equivalent combination of education and experience. Experience in a medical or mental health office or knowledge of medical and mental health terminology preferred.

Application deadline is June 23, 2017. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE